

## PERFORMANCE GOALS – Melissa Maki, Administrative Assistant for Finance

#	Goals & Objectives	Strategies	Measure	Evidence	Support	Discussion & Summary
1.	Get the WillSub® system set up and running efficiently	Work closely with PCMI personnel and our Payroll Clerk to resolve issues and work towards our goal of an efficient sub calling system.	An efficiently-functioning substitute teacher calling system	From new subs pending approval in a timely manner after initial sign up to the detail report with the final ACH debit	Superintendent must access the WillSub® system to enter district snow day closures	
2.	To familiarize myself with local and state-wide school finance colleagues to aide in learning duties of the position	<p>a) Become a member of Michigan School Business Officials (MSBO) &amp; listservs.</p> <p>b) Attend or participate remotely via the live web meetings or conferences of interest.</p> <p>c) Attend the Marquette-Alger School Business Officials (MA/SBO) monthly meetings.</p>	Will be a member of a local and state-wide network	Information, notes, handouts, samples, etc. from conferences, meetings and other district colleagues. Earn SB-CEU's from attendance	Superintendent will allow me time to attend conferences, meetings and live web meetings and should help provide access to additional resources for learning	
3.	Create and maintain a shared spreadsheet of wages and benefits for budgeting purposes	Compile the data from various wage and benefit sources into one detailed spreadsheet that can be shared by other office personnel. Keep information updated.	Will have current wage and benefit data available for budgeting purposes	Spreadsheet available to be shared with Superintendent, Payroll Clerk, etc.	Superintendent will keep me updated of any personnel wage and/or benefit changes to be made in the spreadsheet	
4.	Learn all of the reporting requirements of the position	Follow the previous business manager's business/finance work list of ongoing daily/monthly tasks and work with the Superintendent to be sure all reports are done.	Successful completion of each report by the due date	Individual reports	Assistance from the Superintendent will/may be required with certain areas of reporting	
5.	Set up a cash flow chart that spans the school fiscal year	Plan for existing and future revenues and expenditures by estimating and then adjusting/entering actual amounts as they occur to get a better perspective of cash flow.	Descriptive chart of cash flow activity to aide in financial planning	Cash flow chart	Assistance from the Superintendent with cash flow information	